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# RECOMMENDED MINIMUM STANDARDS FOR MISSOURI'S SECURE JUVENILE DETENTION FACILITIES

MISSOURI JUVENILE JUSTICE REVIEW COMMITTEE

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RECOMMENDED  
MINIMUM STANDARDS  
FOR  
MISSOURI'S  
SECURE JUVENILE DETENTION  
FACILITIES

Prepared and Recommended

by

Missouri Juvenile Justice Review Committee

October, 1985

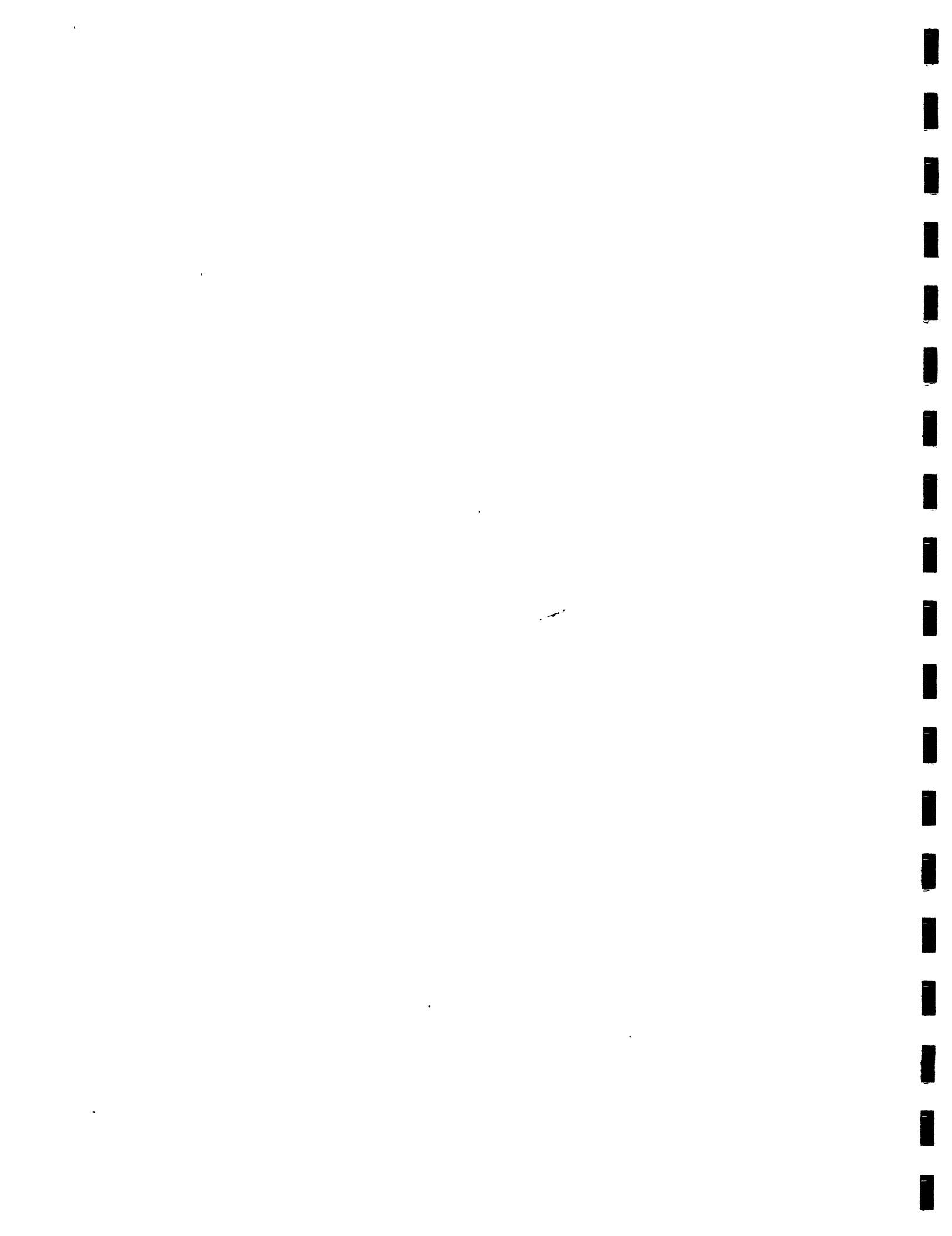
This document was prepared by the Missouri Juvenile Justice Review Committee under grant number 84-JFC3-0013 awarded by the State Advisory Group for Juvenile Justice and Delinquency Prevention through the Missouri Department of Public Safety. These funds were made available to Missouri by the Office of Juvenile Justice and Delinquency Prevention, United States Department of Justice. Points of view or opinions stated in this document are those of the Missouri Juvenile Justice Review Committee and do not necessarily represent those of the State Advisory Group for Juvenile Justice and Delinquency Prevention, the Department of Public Safety, or the United States Department of Justice.

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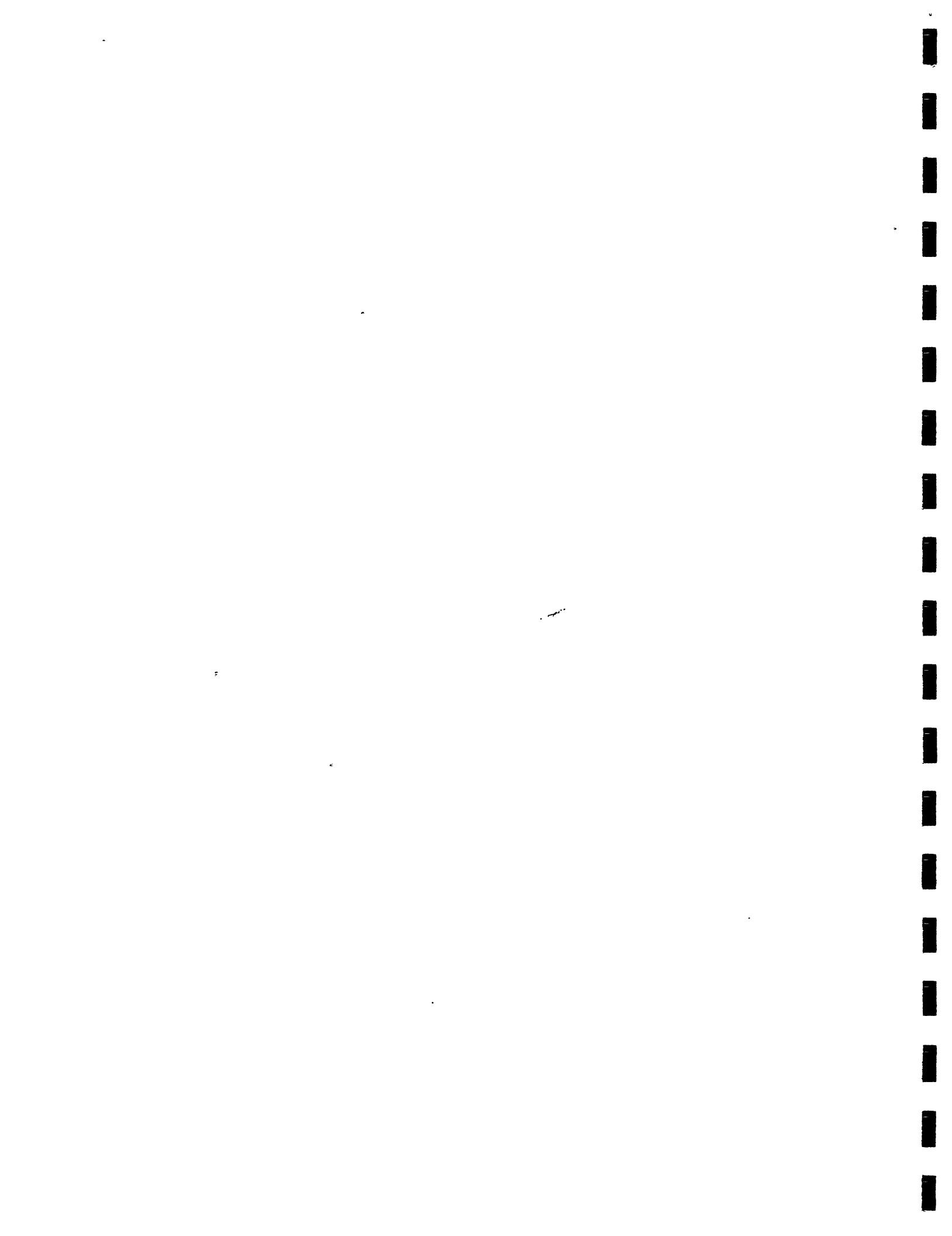
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## PREFACE

The Missouri Juvenile Justice Review Committee (MJJRC) recommends the following standards to Missouri's Juvenile Courts, the Missouri Department of Public Safety and the State Advisory Group on Juvenile Justice and Delinquency Prevention for implementation of same as: MINIMUM STANDARDS FOR MISSOURI'S SECURE JUVENILE DETENTION FACILITIES.

These standards offer guidance, not already provided by Missouri's Juvenile Code or Missouri Supreme Court Rules of Practice and Procedure. Implementation of these MINIMUM STANDARDS can ensure a measure of care for all juveniles in all of Missouri's secure juvenile detention facilities, not unlike "the care of children in good homes".

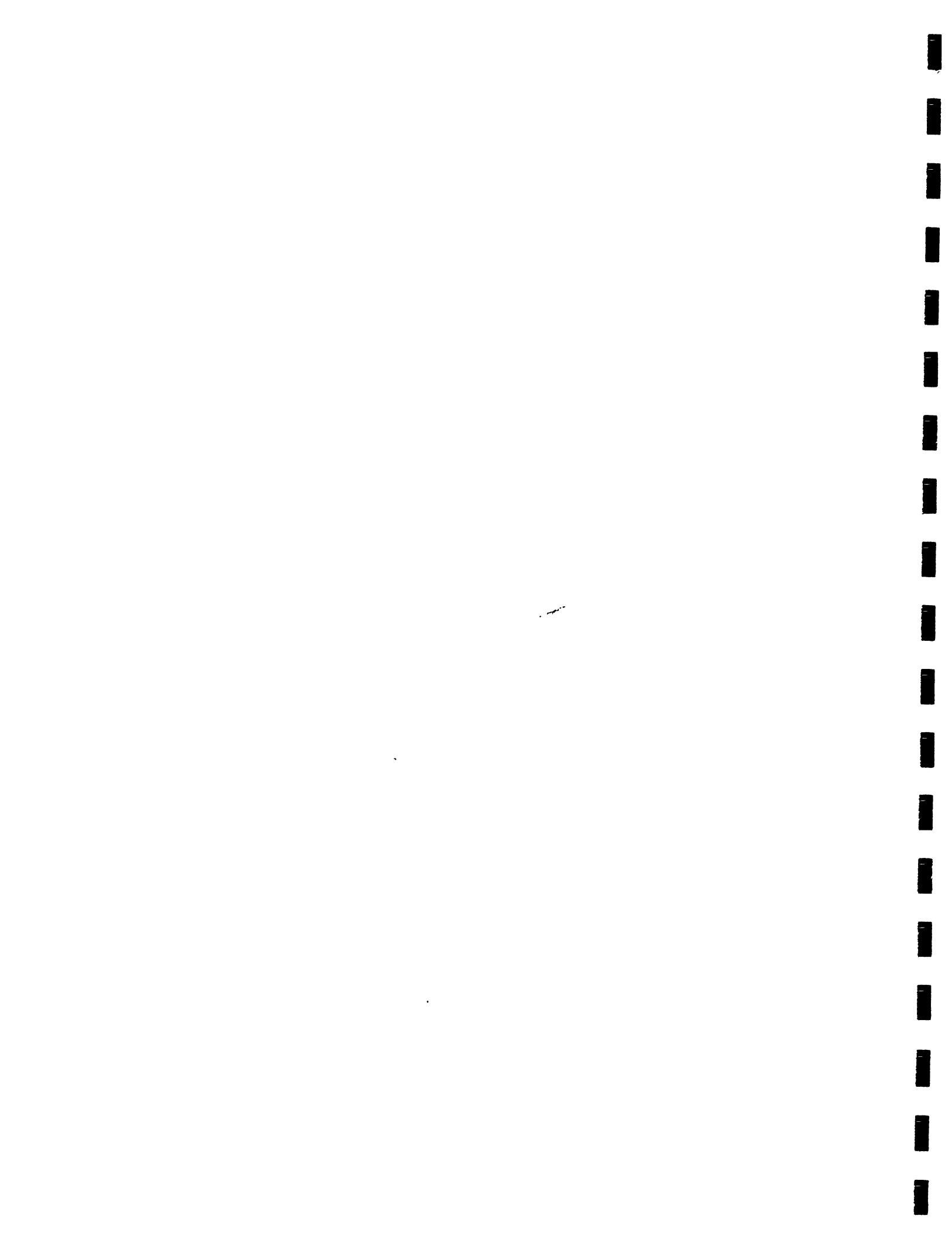


## INTRODUCTION

The standards recommended herein are MINIMUM STANDARDS for the design, administration and operation of Missouri's secure juvenile detention facilities. They are not intended to apply to facilities that detain juveniles less than twenty-four (24) hours. These standards must be utilized in conjunction with Missouri's Juvenile Code, specifically Sections 211.141 to 211.156 RSMO inclusive and Missouri Supreme Court Rules of Practice and Procedure, specifically Rule 111. Custody and Detention.

These standards are for implementation in all of Missouri's secure juvenile detention facilities, (exception noted above) for all of them, regardless of size, budget or programs, share a common responsibility to provide a measure of care that juveniles so confined are entitled to receive. These standards provide what must be done, not how it is done. Implementation is reserved for the local jurisdiction which must structure same to the nature and scope of the facility it manages.

These are MINIMUM STANDARDS which clearly provide for a modicum of care. More comprehensive standards do exist, notably the Manual of Standards for Juvenile Detention Facilities and Services prepared by the Commission on Accreditation for Corrections and sponsored by the American Correctional Association, from which these standards were largely developed. Certainly, these and other standards should be consulted by those responsible for the operation of secure facilities. Ideally, these MINIMUM STANDARDS will ensure a minimum level of care while an optimum level of care is consciously sought.



## 1. PHYSICAL PLANT

A local jurisdiction contemplating either new construction or the remodeling of a structure for use as a secure juvenile detention facility should first consider ALL other alternatives and complete an operational cost analysis before finalizing any decision to build or remodel. The following MINIMUM standards shall be utilized during design development to ensure that the facility, at least structurally, will function to serve its stated purpose. National standards should at least be reviewed and, to the extent feasible, utilized to enhance the design of the structure.

1. The physical structure shall meet all applicable state and local building codes and ordinances including access for the handicapped.
2. Consideration shall be given to the design and construction of the facility so as to appropriately serve the special needs of juveniles who might be held in the facility.
3. The facility should be so designed and constructed as to maximize communication and interaction between personnel and juveniles.
4. The facility shall have emergency exits suitable for prompt evacuation as may be necessary by juveniles and personnel.
5. The facility's group living units should not exceed twenty (20) juveniles each.
6. Proper storage space for chemical agents and restraining devices shall be provided in a secure area readily accessible only to authorized personnel.
7. A single occupant sleeping room shall have at least seventy (70) square feet of floor space. A double occupant sleeping room shall have at least one hundred (100) square feet of floor space.
8. All sleeping rooms shall have natural lighting, a bed above floor level, storage space, toilet and

wash basin facilities or ready access to same by direct communication to facility personnel.

9. The facility's indoor activity area consisting of day space, dining area, educational space, visiting facilities and exercise area, excluding sleeping rooms, shall equal at least one hundred (100) square feet per juvenile.
10. A confinement room, if provided, shall be adequately equipped for the purpose for which it is intended.
11. The facility should have adequate and secure storage facilities for juvenile's personal belongings.
12. The facility should have adequate storage for surplus facility clothing, bedding and supplies.
13. To the extent that it is economically feasible, the facility should be so located geographically as to be reasonably accessible to law enforcement agencies, community resources, attorneys and family members of juveniles who may be held therein.

## 2. ADMINISTRATION

- The facility, whether a part of a larger organization or not, should have an identifiable administrative authority which is responsible solely for the management of the facility. This authority's primary function is to ensure the proper training and supervision of personnel, the safety and security of juveniles while detained and proper maintenance of the facility. Additionally, sound administration is fundamental to the successful implementation of programs and services.
1. The facility shall have a written policy manual describing its purpose, programs and services which shall be reviewed annually and updated accordingly.
  2. The facility shall have an organizational chart which clearly reflects the lines of authority and accountability.
  3. The facility shall have a written operations manual, which shall be available to all new employees, detailing the policies and procedures for the operation and maintenance of the facility.
  4. The facility should meet all applicable local, state and federal licensing requirements.
  5. A daily population report shall be maintained on every juvenile in the facility to include, but not be limited to: date admitted, accumulated days of stay and caseworker assigned.
  6. The facility shall have a written plan for routine examination of equipment and the replacement of same as needed.
  7. Facility personnel shall provide direct and continuous supervision to all service providers, not being staff, in those areas where contact with juveniles is possible.
  8. The facility shall have written policies and procedures for the reporting of any allegation of child abuse and/or neglect to the state child abuse/neglect

hotline and for the independent investigation of any such complaint.

### 3. FISCAL MANAGEMENT

The fiscal management practices of the facility should be consistent with local jurisdiction requirements prescribed by statute(s) and/or regulation(s). The facility's fiscal records should be audited annually and all other fiscal operations periodically reviewed.

1. The facility's planning, budgeting and program management functions shall all be interrelated and linked directly to clear, measurable objectives.
2. All monies collected at the facility shall be secured in an officially designated location.
3. The facility shall have written policy and procedures for inventory control of property, supplies and other assets.
4. The facility shall have written policy and procedures for the receipt and securing of all cash in the possession of a newly admitted juvenile to the facility. Generally accepted accounting practices shall be employed for the handling of such funds.
5. The facility shall have written policies and procedures to include but not be limited to:
  - a. internal controls;
  - b. petty cash procedures;
  - c. bonding; and,
  - d. employee expense reimbursement.
6. The facility shall have a written plan for routine examination of equipment and the replacement of same as needed.

#### 4. PERSONNEL

It is critical that the facility have adequate personnel that is both qualified and properly trained to manage it and its programs/services. Such is necessary to ensure control of the facility as well as the safety and security of those detained. The facility administration should make the recruitment and retention of competent personnel one of its highest priorities.

1. The facility shall comply with all applicable governmental regulatory requirements for the employment of personnel.
2. The facility shall have written policies and procedures for the selection, retention and promotion of all personnel based upon specific qualifications and merit.
3. The facility shall require a thorough background check of all potential candidates for employment to include but not be limited to: references, criminal record and central registry of suspected child abuse/neglect reports.
4. All new employees shall be required to undergo a physical examination.
5. The facility shall have a personnel policy manual to include but not be limited to: organization; recruitment policies and procedures; job qualifications, descriptions and responsibilities; prior and in-service training; employee evaluation; full time, part time and emergency employment; disciplinary procedures; probationary service; grievance procedures; personnel records; benefits; holidays, leave and work scheduling; retirement; resignation and termination; staff-juvenile relations; and equal employment opportunity provisions.
6. A written copy of all personnel policies and regulations shall be available to all employees. These policies and regulations shall be reviewed annually and shall be updated accordingly.

## 5. TRAINING AND STAFF DEVELOPMENT

Prior and in-service training of all personnel is fundamental to the management of a successful facility. Updated training should be routinely provided personnel to enhance the delivery of all programs/services. A policy of staff development should be employed to maintain employee morale and commitment to the facility's overall stated philosophy and purpose.

1. The facility shall have an orientation and training program, which shall be documented, for all employees and shall be annually reviewed and updated accordingly.
2. All new full time child care personnel shall receive forty (40) hours of orientation and training within thirty (30) days of initial employment. Said orientation/training shall include but not be limited to: orientation to the overall philosophy, purpose, goals, policies and procedures of the facility; working conditions and regulations; and, responsibilities and rights of employees.
3. All full time child care personnel shall receive at least twenty-four (24) hours of training per year during employment to improve and upgrade abilities and required skills in meeting the needs of juveniles detained. Training shall include but not be limited to:
  - a. intake and booking;
  - b. security operations;
  - c. use of force, restraints and chemical agents;
  - d. juveniles' rights, rules and discipline;
  - e. emergency procedures;
  - f. communication skills;
  - g. first aid;
  - h. crisis intervention; and,

- i. special needs, handicapped juveniles.
- 4. Volunteers, support staff and part time employees shall receive preservice and in-service training appropriate to their respective duties and obligations.

## 6. RESEARCH AND DEVELOPMENT

The overall purpose and function of a facility may remain constant or may require change as new needs arise and a shift in priorities is dictated. All programs and services should have measurable goals and objectives by which to assess their impact.

1. The facility shall maintain such records as necessary to evaluate individual programs/services and overall facility purpose and function.
2. Written policy and procedures should provide for the annual review of programs and/or services to determine their effectiveness and contribution to the stated purpose of the facility.
3. Written policy shall specify the relevance of any research to be conducted and the benefits desired therefrom. Juveniles shall not be used for medical, pharmaceutical or cosmetic research. Participation in any other form of research shall be strictly voluntary.

## 7. SECURITY AND CONTROL

Fundamental to the nature of the facility is security and control. All policies, procedures, programs and services must be consistent with these basic functions. The facility must not only ensure the actual custody of the juvenile but also his/her security of person while detained.

1. The facility shall have a written policies and procedures manual for security and control which shall include explicit instructions for implementing same. Policies and procedures shall be issued to include:
  - a. admission and exit through all security perimeter entrances, exterior doors and internal doors designated to be kept locked by facility superintendent;
  - b. maintenance of a permanent, written log recording both routine and emergency situations;
  - c. routine inspection and maintenance of all security devices;
  - d. daily inspection by line staff and weekly inspection by the facility's superintendent of every area of the facility to ensure security and safety for all personnel and juveniles;
  - e. searches of the facility and juveniles to control contraband;
  - f. the control and use of keys;
  - g. the control and use of tools, medical implements and culinary equipment;
  - h. handling escapes, runaways and unauthorized absences;
  - i. emergency procedures in the event of a fire, disturbance or the taking of a hostage(s); and,
  - j. transporting of juveniles outside the facility and from one jurisdiction to another.

2. The facility shall be adequately staffed to provide twenty-four (24) hour supervision and control to ensure safety and security for all personnel and juveniles.
3. The facility shall be staffed by at least one female when female juveniles are housed within the facility.
4. All movement by juveniles within the facility shall be regulated by staff.
5. Chemical agents and related security devices shall only be used as provided for by explicit written facility policy and procedures.
6. Chemical agents and related security devices shall not be applied as punishment.
7. A written record shall be made of any such situation requiring the use of any chemical agent and/or security device.
8. The use of physical force shall be limited to instances of self-protection, protection of others, prevention of property damage or prevention of escapes.
9. Physical force shall not be applied as punishment.
10. A written record shall be made of any such situation requiring the use of any physical force.
11. Any juvenile injured, while being detained, shall receive an immediate medical examination and treatment as necessary.
12. In searching the person of a juvenile:
  - a. strip searches shall be done without specific authorization only upon entry to the facility; while at all other times, such searches shall be based upon specific grounds;
  - b. visual inspections of body cavities shall be conducted only when there is a reasonable suspicion that the juvenile is carrying contraband or other prohibited material;
  - c. manual or instrument inspection of body cavities shall only be done by medically trained personnel or facility staff specifically trained in such techniques by health care professionals;

- d. manual or instrument inspection of body cavities shall be conducted only when there is reason to do so and when authorized by the facility superintendent or his designee;
  - e. all such inspections shall be conducted in private; and,
  - f. when strip searches and/or body cavity inspections are conducted by facility staff, such shall be performed by staff of the same sex as the juvenile so searched and/or inspected.
13. A communications system both within the facility and between it and the community shall be operational at all times.
  14. The facility shall have an emergency power source which shall be routinely inspected and repaired or replaced as necessary.
  15. Except in emergency situations, firearms shall not be permitted beyond a designated area within the facility to which detained juveniles shall have no access.

## 8. SAFETY AND EMERGENCY PROCEDURES

As important as it is to retain in secure custody those juveniles admitted to the facility until authorized released, it is equally imperative to safeguard their well being while detained. The standards provided herein are MINIMUM requirements to ensure safety for both personnel and those detained. To the extent possible, the facility administration should take all steps possible to prevent emergencies from occurring, i.e. the purchase and use of fire retardant equipment, explicit instructions on the use of all equipment and/or materials and so on, and, providing personnel with the necessary training to adequately respond to such emergencies as may occur.

1. The facility shall comply with all applicable federal, state and local safety and health codes.
2. Written policy and procedures shall require the periodic inspection of the facility by qualified fire and safety inspectors and weekly inspection of same by administrative personnel.
3. Written safety policies and procedures shall be reviewed at least annually with qualified fire and safety inspectors to ensure their effectiveness and coordination of same with local, emergency services.
4. The facility shall have an emergency power source to ensure maintenance of essential services in the event primary service is interrupted.
5. Written policy and procedures shall provide for the prompt release of juveniles from locked areas in the event of an emergency. An alternate system for release shall be provided.
6. All personnel shall be trained in the implementation of written emergency policy and procedures.
7. All personnel shall be trained in basic first aid and cardiopulmonary resuscitation (CPR).

8. Written policy and procedures shall control the access to and use of flammable, toxic and caustic materials.

## 9. SANITATION AND HYGIENE

The health of those detained as well as personnel can best be protected by routine maintenance of the facility and its equipment as well as services/programs that enhance personal hygiene. The facility administration should make such a high priority.

1. The facility should comply with all applicable federal, state and local sanitation and health codes.
2. Written policy and procedures shall require an annual inspection of the facility to ensure compliance with all applicable sanitation and health codes.
3. The facility shall have a written housekeeping plan to include the control of vermin and pests.
4. Hair care services shall be available to juveniles.
5. Written policy and procedures shall govern the distribution of all articles necessary for proper personal hygiene by juveniles.
6. Written policy and procedures shall provide for the issue of clean bedding and linens and sufficient blankets to provide comfort under existing temperature controls. Exchange of linens shall be at least weekly or as often as may be dictated by health reasons.
7. Written policy and procedures shall provide for a shower upon admission and the issuance of clean clothing to include socks, underwear and outerwear suitable to the sex of the juvenile.
8. Clean socks, underwear and towels shall be issued daily. Clean outerwear shall be issued at least twice weekly.
9. Written policy and procedures shall provide for the daily shower of juveniles.

10. The facility shall have bedding, linens and clothing that exceeds that required when at maximum population.
11. The facility shall clean and, when necessary, disinfect the juvenile's personal clothing after admission and before storage, where practicable, or before allowing the juvenile to retain and wear.

## 10. MEDICAL SERVICES

The facility must have proper medical services to include but not be limited to: basic, initial health care screening, day-to-day medical care and emergency services to safeguard the well being of those about to be admitted to the facility as well as those already detained. Services that cannot reasonably be provided in-house, must be available within the immediate community. Policies and procedures must be explicit and adherence to same must be strictly enforced.

1. Written policy and procedures shall provide for the proper delivery of health care services to include medical, dental and psychiatric services; subject to periodic review by a licensed physician, dentist and psychiatrist.
2. Written policy and procedures shall ensure that such medical services as cannot be provided within the facility shall be available through a local medical facility or service.
3. Medical personnel providing such services within the facility shall meet all applicable federal, state and local licensure, certification or registration requirements as needed.
4. All medical personnel shall agree, in writing, to abide by all facility policies and procedures; specifically, those related to security, control and confidentiality.
5. If medical services are to be delivered within the facility; adequate space, equipment, supplies and materials, as determined by the facility's supervising physician or health care consultant, shall be provided.
6. Written policy and procedures shall provide that first aid kit(s), equipped as determined by the facility's supervising physician or health care consultant, shall be inspected at least monthly. Supplies shall be kept current.

7. Any employee or juvenile suspected of having a communicable disease shall receive a medical examination prior to further contact with juveniles detained in the facility.
8. Written policy and procedures shall provide for all appropriate personnel to be properly informed of any physical or medical problems exhibited by a juvenile that might require attention.
9. Written policy and procedures shall require that a medical history be obtained on all juveniles upon admission to the facility. All information shall be properly recorded on a printed screening form approved by the facility's supervising physician or health care consultant.
10. Written policy and procedures should require that any juvenile detained receive a medical examination within seven (7) days of admission to the facility by a qualified physician or health care professional.
11. Written policy and procedures shall require that every juvenile upon admission be properly informed in writing of the procedures to be followed to access medical services.
12. Written policy and procedures shall provide that juveniles' medical complaints and/or needs are attended to and monitored as specified by the facility's supervising physician or health care consultant.
13. Written policy and procedures shall provide for the immediate notification of a juvenile's custodian and the detention superintendent of any serious illness, injury, surgery or death.
14. Written policy and procedures shall provide for emergency 24 hour medical, dental and psychiatric care as may be needed.
15. Facility staff shall be properly trained in emergency medical services as deemed appropriate by the facility's supervising physician or health care consultant.
16. Detoxification from alcohol or drugs shall be performed only under medical specifications prescribed by the facility's supervising physician or health care consultant.

17. Written policy and procedures shall provide for the management, storage and dispensing of all pharmaceuticals and medical supplies.
18. Written policy shall expressly prohibit the use of any drugs for purposes of management and control of juveniles unless medically prescribed. Use of drugs for experimentation and/or research shall be strictly prohibited.
19. All medical screening and/or services provided shall be properly documented and recorded in a medical health file on each juvenile, such record to be under the control of the facility's supervising physician or health care consultant.
20. If the facility houses female juveniles, obstetrical and gynecological services shall be provided or contracted for as needed.
21. Written policy and procedures shall provide for copies of written medical instructions and/or records to be given to the juvenile's custodian or transfer authority, as applicable, upon release from the facility.

## 11. FOOD SERVICE

Whether food service is provided as a contracted service or in-house, it is essential that the facility administration ensure that the dietary requirements and palate of juveniles be considered. Further, variety in menu should be encouraged and eating facilities should be as normalized as possible.

1. The facility's system of dietary allowance shall be reviewed on a routine basis by a dietician or physician to ensure compliance with nationally recommended food allowances.
2. Menus shall be planned in advance and shall be substantially adhered to.
3. Accurate records shall be maintained on all meals served, including menu and number.
4. Special diets prescribed by medical or dental personnel shall be provided as specified.
5. A minimum of three meals, at least one of which shall be hot, shall be provided at designated times during each 24 hour period.
6. A single menu for each meal shall be provided to juveniles and personnel eating within the facility, except for special prescribed diets required by standard 4. above.
7. The use of meals as a reward or disciplinary measure shall be prohibited.
8. All food service components shall comply with applicable sanitation and health codes as prescribed by federal, state and local regulations.

## 12. PROGRAMS

It is not sufficient that a facility only meet the custodial needs of those confined therein. It is anticipated that "the care of children in detention shall approximate as closely as possible the care of children in good homes". A facility's size and personnel may either limit or enhance services/programs, but every secure juvenile detention facility shall MINIMALLY provide those services specified herein.

1. The facility shall have available the following minimum services and/or programs for residents:
  - a. education and reading materials;
  - b. visiting with custodian(s);
  - c. counseling and/or case planning;
  - d. medical and health services;
  - e. recreation;
  - f. food services; and,
  - g. continuous supervision.
2. Written policy and procedures shall provide for a minimum of three (3) hours education and two (2) hours of recreation per day for each juvenile detained beyond his/her respective detention hearing.
3. Educational programs should address remedial needs as indicated and should attempt to maintain continuity with the individual juvenile's local educational program.
4. Individual, family and group counseling shall be available and provided to juveniles as deemed necessary and/or appropriate.
5. Juveniles shall be provided with religious, mental health and crisis intervention services as required and/or desired.

6. Juveniles shall not be required to perform any activity or work assignment prohibited by federal, state or local statute or ordinance.
7. If the facility utilizes volunteers, written policies and procedures shall specify the duties and obligations of such volunteers as well as the lines of authority, responsibility and accountability.
8. Each volunteer shall, prior to assignment, complete an orientation program clarifying the philosophy, policies and procedures of the facility as well as the specific duties of the volunteer related to the assigned task.
9. Volunteers shall agree, in writing, to abide by all facility policies and procedures; specifically, those related to security, control and confidentiality.
10. Written policy and procedures shall provide for both escorted and unescorted trips into the community.

## 13. INTAKE/ADMISSIONS PROCEDURES

Intake and admissions can set the tone for the subsequent stay of a juvenile while in the facility. As such, it is important that the facility administration attempt to create an atmosphere of assimilation not confrontation. Obviously, a measure of control and structure must be presented but should be in a manner that is nonthreatening or intimidating. Explicit policy and procedures implemented by well oriented and trained personnel may effectively "introduce" a juvenile to the facility establishing both the role and function of personnel as well as that of the juvenile.

1. Newly admitted juveniles shall receive orientation at each stage of the intake/admissions process, including the purpose of all procedures, to ensure understanding of what is expected of the juvenile during detention.
2. Written procedures shall be on file governing the admission process for a juvenile which shall include, but are not to be limited to:
  - a. verification of authority to detain;
  - b. complete search of juvenile and personal possessions;
  - c. notification of custodian;
  - d. recording of personal data and information;
  - e. medical screening;
  - f. disposition of clothing, personal possessions and cash;
  - g. shower and hair care;
  - h. issuance of clean, laundered clothing;
  - i. issuance of personal hygiene items; and,
  - j. assignment to a housing unit.

3. Written policy and procedures shall provide that all personal property and cash in the possession of each newly admitted juvenile be properly recorded, receipted and secured until the juvenile's release.
4. Written policy and procedures shall provide that every juvenile upon admission be properly informed in writing of the procedures to be followed in reporting an allegation of abuse and/or neglect.

## 14. JUVENILE RECORDS

- It is only by written records that events and those involved might forever be documented. It is, therefore, incumbent upon the facility administration to ensure that adequate information is taken upon a juvenile's admission to the facility and thereafter as needed to document all significant events. Records should be well maintained, thorough and accurate.
1. The facility shall have written policies and procedures regarding juvenile records which shall include but are not to be limited to:
    - a. content;
    - b. use and access;
    - c. confidentiality;
    - d. security and preservation; and,
    - e. destruction.
  2. An admittance form shall be completed on each juvenile upon entering the facility. The admittance form shall include but not be limited to the following data:
    - a. name (to include nicknames, alias' and A.K.A.'s);
    - b. age and date of birth;
    - c. home address and phone number;
    - d. court case number;
    - e. date and time of admission and release;
    - f. specific offenses and statement of probable cause;
    - g. name, relationship, address and phone number of custodian;
    - h. name and department of delivering officer;

- i. name of attorney, if applicable;
  - j. condition of health;
  - k. medical history;
  - l. inventory of personal property, valuables and cash;
  - m. emergency contact person and phone number; and,
  - n. name of person completing form.
3. All personnel shall make, as required, entries into the records assigned them, date and sign each entry.
4. Detention records shall include, but not be limited to:
- a. admittance form;
  - b. record of court appearances;
  - c. inventory of personal property, valuables and cash;
  - d. visitors' names, dates and time of visit;
  - e. a listing of telephone calls, including number and party talked to;
  - f. name of deputy juvenile officer assigned case;
  - g. progress reports;
  - h. disciplinary reports and grievance of same, if any;
  - i. referrals to other agencies; and,
  - j. discharge summary and/or transfer report.
5. The facility shall have specific written policies and procedures to ensure the confidentiality of all such records maintained on juveniles.

## 15. JUVENILE RIGHTS

A juvenile's rights in detention are directly proportional to the facility's obligations to safeguard his/her well being while detained. Strict adherence to explicit policies and related procedures can ensure not only effective control but also humane treatment consistent with the best interest of the juvenile.

1. Juveniles shall not be subject to discrimination based on race, national origin, color, creed, sex or physical handicap.
2. The facility shall provide equal access to and use of programs and services for male and female juveniles in co-correctional facilities.
3. Supervision and control of juveniles within the facility shall be exercised by professional staff and/or trained volunteers.
4. The facility shall provide a healthful environment that shall include but not be limited to:
  - a. twenty-four (24) hour supervision of all living units and program areas;
  - b. clean and orderly surroundings;
  - c. toilet, bathing and handwashing facilities;
  - d. lighting, ventilation and heating;
  - e. compliance with all federal, state and local fire and safety regulations; and,
  - f. clean clothing, mattress and bedding.
5. Written rules of conduct shall specify prohibited behavior and action that shall be taken for violations of same which shall be provided to the juvenile upon admission to the facility.
6. There shall be a written grievance procedure which shall be provided to the juvenile upon admission to the facility.

7. Juveniles shall be allowed to participate in religious services and/or counseling on a voluntary basis, subject to the security and control policies and procedures of the facility.
8. Juveniles shall not be required to participate in uncompensated work assignments unless said work is related to maintenance of the facility or grounds, personal hygienic needs or said work is part of an approved vocational or training program.
9. Juveniles shall have the right to determine the length and style of their hair, including facial hair, if desired; except where such restrictions are deemed necessary for health and/or safety reasons.
10. The facility shall have written policies and procedures on the possession and use of personal items.
11. Juveniles shall not be subjected to corporal or unusual punishment, humiliation, mental abuse or punitive interference with the daily functions of living.
12. The facility shall have written policies and procedures for the reporting of any allegation of child abuse and/or neglect to the state child abuse/neglect hotline and for the independent investigation of any such complaint.

## 16. RULES AND DISCIPLINE

In and of its nature, the facility must maintain order and control which it does through the firm but fair enforcement of rules and discipline. Obviously, consistency in the application of such by all personnel, regardless of position, is critical to effective enforcement.

1. The facility shall have written rules of conduct specifying that which is prohibited within the facility and delineating the range of action that shall be taken for violations.
2. The facility's rules and regulations, all chargeable violations, and disciplinary procedures and action shall be provided in writing to the juvenile upon admission to the facility. Personnel shall assist the juvenile as needed in understanding such.
3. All child care personnel shall receive training to ensure their thorough familiarity with resident rules and regulations, the rationale for same and the range of action to be taken.
4. Personnel shall prepare a written disciplinary report when there is reasonable belief that a juvenile has committed a major violation of facility rules/regulations or has persistently engaged in minor violations. Disciplinary reports shall include, but not be limited to:
  - a. specific rule(s) or regulation(s) violated;
  - b. a formal statement of the offense;
  - c. a narrative report of the event, to include:
    - i. who was involved;
    - ii. what occurred; and,
    - iii. time and location;
  - d. witnesses: personnel or other juveniles;

- e. disposition of any physical evidence;
  - f. immediate action taken, including the use of any chemical agent, security device or physical force;
  - g. date and time report is made; and,
  - h. signature of reporting personnel.
5. Whenever room restriction or confinement in a room separated from the living unit is imposed, the juvenile shall not be so restricted or confined in excess of twenty-four (24) hours unless the facility superintendent or his designee has reviewed the juvenile's status every twenty-four (24) hours to determine the continued need of said restriction or confinement. During such restriction or confinement:
- a. personnel shall have visual contact with the juvenile at intervals not to exceed thirty (30) minutes;
  - b. a counselor or the juvenile's deputy juvenile officer shall visit him/her as soon as possible but no more than twenty-four (24) hours after his/her removal from the general program;
  - c. a log shall be maintained recording the time restriction/confinement was authorized, persons visiting the juvenile, the person authorizing release from restriction/confinement and the time of such authorization.
6. Should additional disciplinary action in excess of twenty-four (24) hour room restriction or confinement in a room separated from the living unit be imposed, an appeal or review by the detention superintendent or an independent authority of such action shall be allowed the juvenile.
7. When a juvenile is alleged to have committed a law violation, such shall be reported to the Juvenile Officer who may conduct an investigation of his/her own or request an investigation by the appropriate law enforcement department for appropriate disposition of same.

## 17. COMMUNICATION: MAIL, VISITING AND TELEPHONE

Maintaining contact with community support systems, specifically the juvenile's family, can be critical to effective delivery of services following release from the facility. Facility administration and others, who may be working with the juvenile, should facilitate, to the extent possible, constructive communication between the juvenile and his/her custodian.

1. Written policy and procedures shall be provided to juveniles, upon admission, governing communication/correspondence between juvenile, family and significant others.
2. Written or oral communication, in any form, between a juvenile and his/her custodian shall not be subject to screening unless there is clear evidence to justify such action. If correspondence is to be screened, it shall be done in the presence of the juvenile and shall be documented in the juvenile's record.
3. Written policy and procedures shall govern screening of all written correspondence and packages for contraband.
4. Written policy and procedures shall ensure that a juvenile may communicate either in writing or orally, without any screening, with legal counsel and the court.
5. The facility shall provide to the juvenile sufficient postage weekly for the mailing of at least two forms of written correspondence to family members and that desired for legal counsel.
6. The facility shall provide for contact visiting between a juvenile and his/her custodian consistent with the safety and security requirements of the facility.
7. Visitors to the facility shall register upon entry to the facility and may be subject to search consistent with specific written policies and procedures for same.

8. Written policy and procedure shall specify use and access to a telephone by juveniles.
9. All first class correspondence and packages shall be forwarded to the respective juvenile after release or transfer to another program or facility.

## 18. RELEASE

Processing at release should be as meticulously done as processing upon intake/admission. Thorough processing can only enhance release and movement on toward the next phase of juvenile services. Additionally, to the extent possible, the facility administration should ensure that information specifically critical to the well being of the juvenile, i.e. medical services; or, control, i.e. mental or emotional state, is passed on to the juvenile's custodian or receiving authority.

1. Written policy and procedures for release of a juvenile shall include:
  - a. verification of release authority;
  - b. notification of custodian or transfer authority for purposes of release;
  - c. return of personal property and cash; and,
  - d. instructions on forwarding of first class mail and packages.
2. Written policy and procedures shall provide for copies of written medical instructions and/or records to be given to the juvenile's custodian or transfer authority, as applicable, upon release from the facility.

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